

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 25, 2007

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TITLE:	Program Assistant/Office Support Specialist
POSITION NO:	00721
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$25,596 - \$30,910 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 9, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position manages and coordinates primary office and administrative support functions of the Women's and Men's Health Section. This position is responsible for developing and coordinating support programs, processes, and services; establishing policies and procedures; providing input to program planning and budget development; providing quality assurance and continuous improvement; coordinating and monitoring contracts and grants; providing executive support to individuals and decision-making bodies; and overseeing and providing a range of office management and administrative support services.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of confidentiality of information; accounting theory practices; fiscal procedures and operations; office/administrative management principles, practices and procedures; budget monitoring and analysis; expenditure projection and tracking; reviewing and reconciling financial reports; and specialized database and reporting systems (e.g., SABHRS, etc).

Skills: Skill in the operation of standard office equipment and software (e.g., Word, Excel, Windows, Outlook, etc.); time

management; compiling, analyzing, and reporting data; reviewing contracts, licenses, and other technical documents for accuracy; and written and verbal communication.

Abilities: Ability to compile and gather data in an efficient manner; establish and maintain effective relationships with contractors, employees, agencies and the public; work independently and effectively with limited supervision; analyze and interpret financial data and prepare accurate and complete financial reports; function effectively under stress and recognize priorities to meet deadlines; develop and implement efficient and effective office management procedures to meet changing requirements; and project a positive attitude in all communications with local agencies and elicit their cooperation.

EDUCATION/EXPERIENCE REQUIRED: One year of college or vocational training in business or accounting **AND** three years of job-related work experience. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604.**

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.